



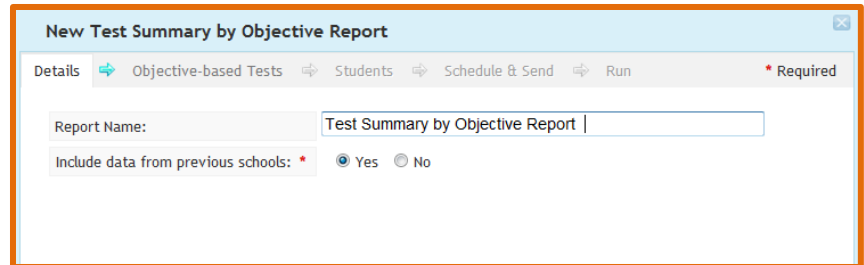
How do I generate a Test Summary by Objective Report?

Reports | In Odyssey Reports: Assessment Reports | Test Summary by Objective |

1. In the navigation bar, click **Reports**. From the left-hand navigation panel click on **Assessment Reports** under the Odyssey Reports options.

2. Click **Settings** next to **Test Summary by Objective**

3. In the **New Test Summary by Objective Report** window give the report a name and select whether to include data from previous schools or not. Defaults to Yes.



4. Click on the **Objective-based Tests** tab at the top of the window then select the subject, grade level, and availability from the left panel. Click Search. The available assignments will be listed in the center.
5. From the search items, click on desired assignments then click **Add Selected Items**.
6. Click on **Students** tab at the top window. Select the criteria from the Options list on the left-hand side of screen. (For example, if you select My Classes you will see a list of classes from which you can select. Once you've made your selections, click **Add Selected Items**)
7. Note: You are allowed to **Apply Filters**; the list of filters appears on the right-hand side of the screen. Choose any of these to narrow your search or obtain a report for a specific grade/subject/gender/race. *Remember – you will be able to filter for those students that have attributes attached to their student profile only.
8. Click on the **Schedule & Send** tab. To run the report more than once, or to have it run automatically, the status must be set to On. Choose a start date and the interval at which you want the report to run.
9. The right-hand side of the **report** window allows you to send notification by entering their email addresses. You may also include the type of file (PDF, CSV), file size, and a personal message.

Note: Before you run the report, if you wish to save your new report settings while not altering original report settings, type in a new report name and then click **Save As**.

10. Once your report is set, click **Run** tab. There are two options for teachers. Run Now –generates the report immediately. Run Offline send the report for viewing in My Reporting Queue under Reports. (Remember, that if you set a schedule to generate your report, it will start and stop in the time frame you indicated.)

With online processing, the HTML report will be displayed in your browser. To view and then print the report in PDF format, click **View as PDF**. To export the data to a CSV file, click **Export as CSV**.

OR

With offline processing, you will see the following message: **Report has been queued for offline processing.**

11. To display the status of a report processed offline, click **My Reporting Queue** from the left-hand navigation panel. The **My Reporting Queue** window shows whether your report is completed or in progress.
12. To display a completed report, click either **View Online**, **View as PDF**, or **Export as CSV**.
13. Select **Show with Scores** to view the chart with a numerical value.

View PDF View CSV

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Test Summary by Objective Report

Curriculum: Grade: All, Subject: All

Test Name: Q1 Math4 Geo/Measure

Include data from previous school: Yes

Student Attributes:
None Selected

Report Name: Test Summary by

Generated by: C

Students	Objectives	MA.4.G.5.3	MA.4.G.5.2	Average Score
Student205, Odyssey (MT205)		✓	✓	93
Student109, Odyssey (MT109)		✗	✗	16
Percent Mastered		50	50	

MA.4.G.5.2 ID/describe transformation results include line/rotation symmetry
Identify and describe the results of translations, reflections, and rotations of 45, 90, 180, 270, and 360 degrees, including figures with line and rotational symmetry.

MA.4.G.5.3 Identify and build 3D object from 2D representation/ vice versa
Identify and build a three-dimensional object from a two-dimensional representation of that object and vice versa.

Test Summary by Objective Report

Curriculum: Grade: All, Subject: All

Test Name: Q1 Math4 Geo/Meas

Include data from previous school: Yes

Student Attributes:
None Selected

Students	Objectives	MA.4.G.5.3	MA.4.G.5.2	Average Score
Student311, Odyssey (MT311)		50	0	25
Percent Mastered		0	0	

MA.4.G.5.2 ID/describe transformation results include line/rotation symmetry
Identify and describe the results of translations, reflections, and rotational symmetry.

MA.4.G.5.3 Identify and build 3D object from 2D representation/ vice versa
Identify and build a three-dimensional object from a two-dimensional representation of that object and vice versa.